

How to Find On-Campus Jobs

Employment Eligibility

F-1 and J-1 students may both work on campus up to 20 hours per week during the regular academic year or during quarters when they must be enrolled full-time. J-1 students must request an [employment authorization letter](#) from International Student and Scholar Services (or the J-1 program sponsor, if different) prior to beginning employment.

More details about work eligibility can be found on the ISSS [On-Campus Employment](#) webpage.

Note about Work Study

International students are not eligible for “work study” positions listed through the [Office of Student Employment](#). Work study positions are federally funded and are only available to U.S. citizens.

On-Campus Positions

On-campus employment is defined as employment for the University of Denver, including on-campus businesses such as [Denver Dining by Sodexo](#) that provide services for the student population.

The Office of Human Resources maintains a list of [employment opportunities](#). Campus offices that hire student workers include the [Ritchie Center](#), [Conference & Event Services](#), [University Libraries](#), and [Housing & Residential Education](#).

Special Skills Employment Opportunities

Center for World Languages and Cultures (CWLC)

Offers positions for language tutors and language partners. For more information, visit the [CWLC](#) website.

Department Positions

Job opportunities such as research and teaching assistants and administrative assistants vary by department. Enquire at the department you are interested in, or visit www.dujobs.org.

Learning Effectiveness Program (LEP)

Offers positions to tutor students in academic subjects. [LEP Tutor](#)

University Technology Services (UTS)

Jobs are posted through the Human Resources website at www.dujobs.org.

On-Campus Employment Procedures

Applying for a Social Security Number

You will need to apply for a Social Security number if you will be working on campus. To apply for a Social Security number:

1. Receive a job offer from an on-campus employer. The job offer letter from your employer should contain the following information:
 - Name of student to be employed
 - Nature of student's job (waiter, research assistant, etc.)
 - Start date and number of hours per week
 - Employer contact information (employer identification number, telephone number, and name of student's immediate supervisor)
 - Employer's signature, signatory's title, and date
2. Bring your job offer letter to the International House and complete a [Document Request Form](#) to request a Letter of Certification for Social Security Number.
3. After you have received your certification letter, take it with your job offer letter and your original immigration documents to the Social Security Administration office to apply for a Social Security number. Information on [applying](#) for a Social Security number and directions to the Social Security Administration are available on the ISSS website.

Payroll Paperwork Processing

After you have submitted an application for a Social Security number and received your application receipt, you will need to meet with a representative from the DU Payroll office to determine your tax residency status.

1. Contact the Payroll office to schedule an appointment with a representative. To make an appointment, call the Payroll office at 303-871-2914.
2. Bring the following documents with you to your meeting in the Payroll office:
 - Passport
 - U.S. visa
 - I-94 Arrival/Departure record ([electronic printout](#) or small white card)
 - I-20 Certificate of Eligibility (F-1 students)
 - DS-2019 Certificate of Eligibility (J -1 students)
 - Social Security card issued by the U.S. Social Security Administration or receipt of application for a Social Security number